



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

Date/Time – July 31st @ 9:30

1. Introductions of Members and Guests, Call to Order, Determine Quorum

Anna Phillips joined as a guest in hopes of joining the Executive Committee next quarter. Christy Takacs determined a quorum, and the meeting was called to order at 9:33 am.

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility *
- b. Approval of minutes from 04.23.24*

Stephanie Becker entered a motion to accept the agenda with flexibility and the minutes from 4/23/2024; Jon Orris seconded the motion; called for discussion; none given, motion passed.

3. **Nomination of Treasurer*** - Valery Parker nominated Eric Ahner to assume the position of Treasurer. Eric accepted. Jon Orris entered a motion to accept the nomination; Stephanie Becker seconded the motion; called for discussion; none given, motion passed.

4. Quality Services and Capacity Building

- a. Ratify RFP Contracts*
 - i. 24-03 – Handyman Services (ACE Handyman, ServPro)
 - ii. 24-04 – Unarmed Security Services (Desert Wolf Security, Inc., Allied Universal Security)

Christy discussed the new contracts awarded for Handyman and Unarmed Security Services; Bridget Barrett entertained a motion to Ratify RFP Contracts 24-03 and 24-04; Eric Ahner made a motion to approve; Noel Nunez seconded the motion; Bridget called for discussion; none given; motion passed.

- b. Upcoming RFPs – General Staffing Services, Professional Development, Curriculum, Marketing

Christy discussed that ACES is in the middle of the General Staffing RFP and there is A LOT of interest. She intends on awarding 1-3 contracts.

5. Marketing ACES Services

- a. Report on Marketing and Membership
 - i. Hosted a job fair with AAA
 - ii. Sponsor at PCSNM Leadership Retreat
 - iii. Attending upcoming regional meetings
 - iv. ACES Vendor Hall @ PCSNM Annual Conference
 - v. New Website
 - vi. New America Albuquerque – Participating Agency

6. Building Financial Capacity

- a. Discussion and approval of Finance Committee report to include Takacs Reimbursement*

Christy reviewed the Finance Committee report-

She presented FY24 P&L. Net income \$153,686.58 for year, which is 170% of budget. Total Revenue for the year is \$14,589,717.46, which is up almost \$9.5 million from 2020. Total Procurement is at 125% of budget. All other services were right at budget except Maintenance, but that is because we closed out that program to run it through an awarded RFP contract to C&R Enterprises. Our Admin Expenses were just above what we budgeted because of additional work in AR and additional payroll expenses related to growth in our Cadre and Substitute programs.

Takacs Per Diem: Travel consisted of trip to Abq for the PED Charter School Conference, and travel to Abq for the job fair.

Christy shared her 4th Quarter per diem report; she called for questions; none asked. Bridget Barrett entertained a motion to approve the Finance Committee report and Christy's Per Diem request. Kimberly Ritterhouse made a motion to approve Christy's per diem report and the Finance Committee Meeting Report from 7/24.2024; Jon Orris seconded the motion; called for discussion; none given; motion passed.

b. Review and discussion of SY 2023-24 Proposed Budget

Christy presented FY25 proposed budget. ACES anticipates quite a bit of growth this coming year. With the addition of several new procurement services, Katherine and Christy did their best to estimate revenue at \$16,587,350. Admin wages will increase with raises that are commensurate with additional duties related to ACES growth. It was necessary to move Tammy West to a contractor status because new federal law states that by Jan. 1, 2025 all exempt employees must be paid \$58,656 regardless if they are part-time. The proposed budget shows a Net Income of \$106,000. Christy called for questions; none asked.

7. Organizational Structure

a. Executive Director's Report

Christy reported that she is working with Socorro Consolidated School District in hopes they will join ACES. She and Tammy West have been updating member agreements and vendor contracts and uploading them to the website. These new agreements will allow schools to just issue a PO for any services available to them through ACES. ACES is currently in the middle of their audit. They hope to be completed by the beginning of September. Sometime in the near future, Christy hopes to hire a Procurement Officer to help with this growing aspect of the business.

b. Approval of Executive Director's Contract for SY 2024-25*

Bridget Barrett entertained a motion to approve the Executive Director's Contract for SY 2024-25. Stephanie Becker made a motion to approve the Executive Director's Contract; Eric Ahner seconded the motion; called for discussion; none given; motion passed.

8. Determine Date and Time for Next Meeting

a. Executive Committee – October 30th @ 9:30

b. Finance Committee Meeting – October 23 @ 9:30

ADJOURN – Noel Nunez made a motion to adjourn the meeting; Stephanie Becker seconded the motion; called for discussion; none given; meeting adjourned at 10:10 am.

Executive Committee Members

Bridget Barrett, President Kimberly Ritterhouse, Vice President Mark Tolley, Treasurer
 Jon Orris, Secretary Eric Ahner, Member Noel Nunez, Member
 Jesus Moncada, Member Stephanie Becker, Member Corina Chavez, Ex Officio
 Valery Ratliff-Parker, Ex Officio

Attendees

Christy Takacs, Executive Director Anna Phillips

Approved

Bridget Barrett, President

Jon Orris, Secretary

*Denotes Action Items